Application for Washington State Employment



Completing this application is your first step toward joining a dynamic workforce dedicated to public service.

In order to present the strongest, most accurate record of your qualifications and skills, please read this packet and the recruitment announcement carefully prior to preparing your application.

Mail to:



PO Box 47561 Olympia WA 98504-7561 Phone: 360/664-1960 TTY: 360/753-4107 24-Hour Job Line: (Updated every Thursday)

Olympia: 360/664-6226 Seattle: 206/720-3523 Spokane: 509/482-3685

Instructions for Completing Application

1) Before Applying

Obtain a copy of the recruitment announcement for the job you are interested in applying for. Recruitment announcements are available on the DOP web-site at www.wa.gov/dop under job information.

Compare your education and experience with the requirements listed on the announcement. If you meet the requirements, proceed with the application process. The recruitment announcement will also contain relevant information about the job such as, duties, special conditions, where jobs are available, the type of exam that may be required, and the closing date.

Affirmative Action and Veteran's Preference

The State of Washington is an equal opportunity employer. Information about our Affirmative Action Program and Veteran's Preference appears in Parts 7 & 8 of the application.

2) Application Tips

- ✓ Type or print clearly in ink.
- ✓ Provide all requested information.
- ✓ Emphasize your experience/education that relates directly to the requirements on the job announcement. Summarize other experience.
- ✓ Start with your most recent experience and work backward.
- ✓ Submit application (with all requested information) by 5:00 p.m. on the closing date.
- ✓ Submit a separate application for each recruitment announcement unless otherwise instructed.
- ✓ Legible photo copies may be submitted for other positions but must contain an *original* signature and current date.
- ✓ Make sure that you submit your application to the appropriate state agency by double checking instructions on the job announcement.

3) Now What?

You can expect to be notified of your application results about 3 weeks after the closing date.

• Testing

If you've met the requirements and a written exam is required, you will receive an exam schedule notice with further instructions.

• Exam Assistance

Assistance will be provided to persons of disability whose conditions would interfere with taking an exam. For example, you may require a reader, sign language interpreter, more time, etc. If you require such assistance, please call (360) 664-6333, Voice, or (360) 753-4107, TTY.

Employment Register
 Once your application is accepted and you've pas

accepted and you've passed a required exam, your name will be placed on an employment register for one year. Near the end of that year, you may ask to remain on the register for another year, by calling (360) 664-1960.

TERMS & DEFINITIONS

Open Competitive-Applicant not working permanently for the state. (Includes temporary and intermittent staff.)

Promotion-Permanent employee or permanent project Washington state employee.

Transfer-Permanent employee applying within an existing job class or a closely related job class at the same salary level.

Voluntary Demotion-Permanent employee applying for a job at a lower salary level.

Reduction in Force (RIF)-Permanent employee who has been laid off (use as instructed by your personnel office).

Reversion-Permanent employee returning to job held prior to promotion.

HEP (Higher Education Personnel)-Permanent HEP employee in WA. Inter-system eligibility statement must be attached.

Reemployment-Previous permanent state employee who separated from state employment within the past 5 years applying for a similar job class.

Employment Preferences-If you do not specify agency preferences, we will assume you will accept employment in any agency.

Shift & Schedule-If all boxes are left blank, we will assume only full-time, permanent employment will be accepted.

Misdemeanor or Felony-Conviction of a misdemeanor or felony does not necessarily bar you from employment. If you have been convicted within the last 10 years, but the infraction is unrelated to the type of work you seek, you may check "No".

Application for Employment With the State of Washington

Part 1. GENERAL INFORMATION

Please review all questions carefully before preparing your application.

		1 1 8	J 11					
POSITION (Job title) RECRUITMENT AND					UITMENT ANNO	NOUNCEMENT NUMBER		
NAME (Last, First, and Middle Initial)					SOCIAL SECURITY NO. (Used for processing -Optional)			
MAILING ADDRESS (Include apartment number, if any) E-MAIL ADDRESS					E TELEPHONE			
CITY COUNTY STATE ZIP WORK (or message) T						TELEPHONE		
Application Type (che		•	1 0				Coded By	Code
 Are you currently a permanent State of Washington employee? □ NO, OPEN COMPETITIVE (A) □ YES ,LIST CURRENT AGENCY'S NAME: 								
 NO, REEMPLOYMENT (D) If vou are a permanent employee, check application type (see definitions in "Instructions"):						F F I C E	Test Score	
Exam Information:							Selective #1	Selective #2
Would you like to use your old multiple choice score? □ NO □ YES, USE PREVIOUS SCORE. RECRUITMENT NUMBER, IF KNOWN: □ U U U U U U U U U U U U U						Selective #4		
 Do you need testing 	assistance such as a s	ign languag	e interpreter	, reader, etc?	☐ YES		NO	
Employment Preferences: Are you willing to travel as part of this job?								
required for this posit	r other license, certification, please complete the	te, or registrate following:	ation is •	speak, read,	English, what or write flue	ntly?		
, ,	License Number	Expiration Date	•	-	en convicted			
Driver's License felony within the past to the CDL felony within the past to might unfavorably affecting the control of the co								
Other (Indicate type)				_	Answering yes	-		
How did you learn of to DEPARTMENT OF PERSONNEL (DOP) NEWSPAPER	JOB FAIR – LOCATION:	ortunity? ER WEBSITE:	x s	TATE AGENCY (list office		HER:		

Part 3. EDUCATION AND TRAINING

Review of education:

Have you graduated from high school or passed the GED?
 X YES □ NO

• List college, business school, military training, and other relevant education.

School Name and Location	Month and Year Attended	Credits Earned		Major	Typed of Degree	Year degree	
		Quarter	Semester	Other (Specify)		Awarded	received
	From) To						

Part 4. EMPLOYMENT HISTORY

This section must be completed in order to receive full credit. You may use this form for both volunteer and paid experience. For volunteer work, 174.3 hours equals one month of experience. If you need more spaces, see next page.

For volunteer work, 172	1.3 hours equals o	ne month	of experience. If you need	d more spaces, see	e next page.	
Present or Last Employer			Employer's Address		Employer's Phone Nu	umber
Your Title		Months & Ye	ars Employed in this Position	Total Months	Average Hours /Per Week	Last Salary
Immediate Supervisor's Name	Reason for Leaving	•		Volunteer (4)	Number of Employee	s Supervised
Specific Duties:						
Present or Last Employer			Employer's Address		Employer's Phone N	umber
Your Title		Months & Ye From /	ars Employed in this Position	Total Months	Your Title	Months & Years Employed in this Position From /
Immediate Supervisor's Name	Reason for Leaving	1	Volunteer (4)		Immediate Supervisor's Name	
Present or Last Employer			Employer's Address		Employer's Phone N	umber
Your Title		Months & Ye From /	ars Employed in this Position	Total Months	Your Title	Months & Years Employed in this Position From /
Immediate Supervisor's Name	Reason for Leaving			Volunteer (4)	Immediate Superviso	r's Name
Specific Duties:		_				
Present or Last Employer			Employer's Address		Employer's Phone Nu	umber

Your Title		Months & Y	ears Employed in this Position	Total Months	Your Title	Months & Years
		From	,			Employed in this Position From
Immediate Supervisor's Name	Reason for Leaving	•		Volunteer (4)	Immediate Supervisor	
Specific Duties:	1			<u> </u>		
D. 45 DATE AND 6						
Part 5. DATE AND S						
TO BE ACCEPTED, YO MUST SIGN AND DAT			ments are true and com			
THIS APPLICATION.	that the stat	•	ify information, and that cation, removal of my			
	rejection of	инз арри	cation, removar or my	name from a register,	or distillabel in	omproyed.
TM TM TM TM	Date (Month/Day/Yea	ar)	Signati	ure		
			- \			
Part 4. EMPLOYME	NT HISTORY	(Contin			E 1 DE M	
6. Present or Last Employer			Employer's Address		Employer's Phone Nu	
Your Title		Months & Y From	ears Employed in this Position / To /	Total Months	Average Hours /Per Week	Last Salary
Immediate Supervisor's Name	Reason for Leaving			Volunteer (4)	Number of Employees	Supervised
Specific Duties:	1				1	
7. Present or Last Employer			Employer's Address		Employer's Phone Nu	mber
Your Title		Months & Y From	ears Employed in this Position	Total Months	Average Hours /Per Week	Last Salary
Immediate Supervisor's Name	Reason for Leaving	Trom	, 10	Volunteer (4)	Number of Employees	Supervised
Specific Duties:	1			⊔		
Present or Last Employer			Employer's Address		Employer's Phone Nu	mber
Your Title		Months & Y	ears Employed in this Position	Total Months	Average Hours	Last Salary
Immediate Supervisor's Name	Reason for Leaving	From	/ To /	Volunteer (4)	/Per Week Number of Employees	Suparvisad
-	Acason for Leaving			Volunteer (4)	14umber of Employees	o Superviseu
Specific Duties:						
9. Present or Last Employer			Employer's Address		Employer's Phone Nu	mber
Your Title			ears Employed in this Position	Total Months	Average Hours	Last Salary
Immediate Supervisor's Name	Reason for Leaving	From	/ To /	Volunteer (4)	/Per Week Number of Employees	s Supervised
Specific Duties:				∐		
10. Present or Last Employer Employer's Address Employer's					Employer's Phone Nu	mber
Your Title			ears Employed in this Position	Total Months	Average Hours	Last Salary
Immediate Supervisor's Name	Reason for Leaving	From	/ To /	Volunteer (4)	/Per Week Number of Employees	S Supervised
Specific Duties:	L					

Part 6. GEOGRAPHIC CHOICE

Please consider carefully where you are willing to work since you will be considered only for locations that you check.

- If you are available for anywhere in a county, check the box next to the county number and name.
- If available only to certain cities, check the box next to the city number(s) and names(s).
- If you select "Other Locations", you will be considered for positions throughout the county, but not in the cities listed below.
- If nothing is marked, you will only be considered for positions in your county of residence.
- If you refuse employment at a location selected below, your name will be removed from that employment register.
- To change your designation, please call (360) 664-1960.

EXAMPLES:

■ 01 ADAMS COUNTY

1 Othello
2 Ritzville
999 Other Locations

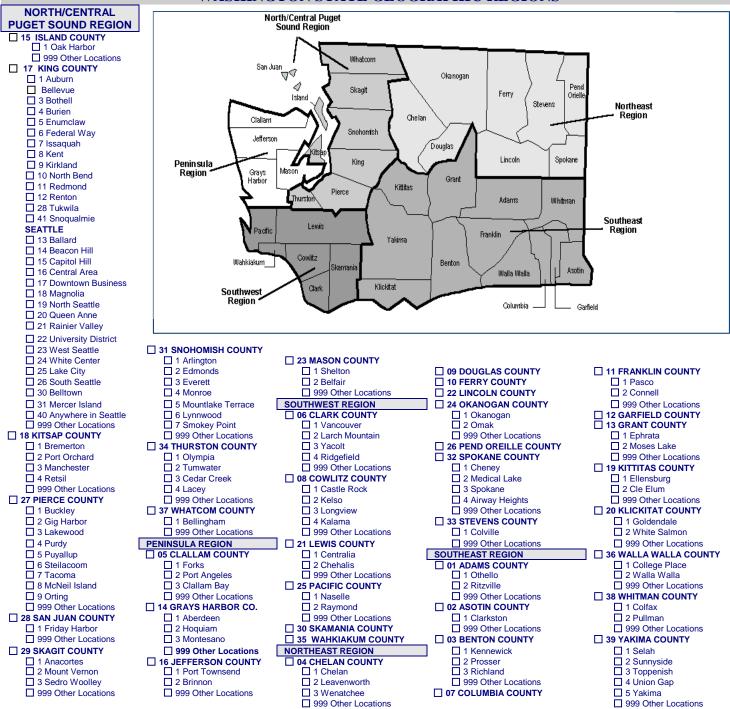
Applicant will work anywhere in Adams County.

■ 01 ADAMS COUNTY

1 Othello
2 Ritzville
999 Other Locations

Applicant will work only in Othello.

WASHINGTON STATE GEOGRAPHIC REGIONS



Part 7. AFFIRMATIVE ACTION INFORMATION

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Affirmative Action definitions at the bottom of the page.

Name (Last, First, Middle Initial) Recruitment Announce		Recruitment Announcement Number	Date of Birth	Social Security Number (Optional)		
What race(s) or culture(s) do you consider yourself? Black/African-American (870) Caucasian/White (800)		2. Are you				
	Asian or Pacific Island Chinese (605) Filipino (608)		Vietnamese (619) Asian Indian (600)	☐ Vietnam Era Veteran ☐ Disabled Veteran (Percent of d * If you checked yes, please co	lisability:%) complete the Veterans Information	
	 ☐ Hawaiian (653) ☐ Korean (612) ☐ Samoan (655) ☐ Guamanian (660) 		Japanese (611) Cambodian (604) Laotian (613) Other API, specify:	the next page and attach a c 4. Do you have a physical, sense	ory, or mental condition that ur major life functions, such as	
American Indian (597) Please identify name of the enrolled or principal tribe: Eskimo (935) Aleut (941)		hands, seeing, hearing, speakir Please see the definition of "disability	ng, learning? Yes No			
	Hispanic Mexican, Mexican, Text (722) Chicano (705)	_	Puerto Rican (727) Cuban (709) Other Spanish, specify:	I certify that this information is my knowledge.	s true and accurate to the best of Signature	
☐ If you as	Other Race, specify:		ase also check "Multi-Racial"			
•	nd indicate your pro	eferenc	e for Affirmative Action			

Affirmative Action Definitions

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Korea, Pakistan, the Philippine Republic, and Samoa

Black/African-American. A person with origins in any of the Black racial groups of Africa

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person

would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era Veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Part 8. VETERAN'S INFORMATION

Additional points or employment preference is given to veterans who meet state qualifications. **Note: To qualify and receive veteran's preference, you must attach a copy of the discharge or DD214 with your application.**

For Competitive Employment

Your passing score will be increased by either five (5) or ten (10) percent if you qualify for this program and you are *not* receiving military retirement pay. If you *are* receiving military retirement pay, your passing score will be increased by five (5) percent.

1.	Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training? □No □Yes
2.	Were you discharged within the last 15 years? ☐No ☐Yes, type of discharge:
3.	Are you receiving a monthly military retirement benefit? □No □Yes
4.	Did you serve in the Republic of Vietnam? □No □Yes, Date:
5.	Did you serve in the US Armed Forces between August 6, 1964 and May 7, 1975? □No □Yes
6.	Do you have a service-connected disability? □No □Yes, List percent of disability: Were you discharged because of this disability? □No □Yes
7.	List campaign, expeditionary, or service medals received.

For Non Competitive Employment

Although points are not added under this category, employment preference is given to qualified veterans, surviving spouses of deceased veterans, or spouses of a permanently disabled veteran.

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8. Are you presently the No Yes, list pero	spouse of a disabled	
9. Are you the surviving	spouse of a veteran	who died from service
related activities? ☐No ☐Yes		
List campaign, expe	ditionary, or service	medals spouse
received:		
10. If you are a survivin ☐No ☐Yes, Date:		remarried?
11. Please list dates of y	our (or spouse's) ac	tive military service:
Date Entered:	Branch:	Date Separated:
/ /		1 1
1 1		1 1

Part 9. TEST ANSWERS

• This is an answer section that is used for some recruitment announcements. Use it if instructed to do so on the announcement.

• For questions regarding skill level:

- Refer us to the education or employment experience where you've acquired the skill.
- On the line preceding each question below, use the number of the education or experience as you've described it in Parts 3 & 4 of this application.

Agency Use
CONVERTED

SCORE

RAW SCORE

To ensure that your application is processed quickly, please review it to be certain that you have answered all questions. Take a moment to review all documents that you wish to include. If required, have you included copies of official documents, such as military discharges? Please make sure you sign and date your application. A final review now will enable the Department of Personnel to evaluate your application more quickly and efficiently.